

# DOCUMENT RESUME

ED 288 561

IR 052 232

**TITLE** Bibliographic Instruction, Vermont Libraries. A Directory of Programs and Methods.  
**INSTITUTION** Johnson State Coll., Vt.  
**PUB DATE** 87  
**NOTE** 25p.  
**PUB TYPE** Reference Materials - Directories/Catalogs (132)  
**EDRS PRICE** MF01/PC01 Plus Postage.  
**DESCRIPTORS** \*Academic Libraries; Higher Education; Institutional Characteristics; Instructional Materials; \*Library Instruction; Policy; Program Descriptions; \*Special Libraries; Teaching Methods  
**IDENTIFIERS** \*Vermont

## ABSTRACT

Compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987, this directory includes information on the bibliographic instruction programs and methods of 17 Vermont universities and colleges listed according to the following metropolitan areas: (1) Bennington (Southern Vermont College Library); (2) Brattleboro (Community College of Vermont); (3) Burlington (Champlain College, Trinity College, and the University of Vermont--Bailey/Howe Library and Dana Medical Library); (4) Castleton (Castleton State College--Calvin Coolidge Library); (5) Johnson (Johnson State College--John Dewey Library); (6) Lyndonville (Lyndon State College--Samuel Read Hall Library); (7) Middlebury (Middlebury College); (8) Montpelier (Vermont College); (9) Northfield (Norwich University); (10) Plainfield (Goddard College); (11) Poultney (Green Mountain College); (12) Randolph Center (Vermont Technical College); (13) Rutland (College of St. Joseph Library); (14) South Royalton (Vermont Law School); and (15) Winooski (St. Michael's College). Each entry includes institutional data (library, college or university, address, contact person, telephone number, and size of institution); bibliographic instruction methods and materials; bibliographic instruction policies and procedures, including number of individuals involved in delivery of service; and comments. (KM)

\*\*\*\*\*  
\* Reproductions supplied by EDRS are the best that can be made \*  
\* from the original document. \*  
\*\*\*\*\*

# **A Directory of Programs and Methods**

**Johnson State College  
Johnson, Vermont**

**For copies contact:**

**Reference Librarian  
John Dewey Library  
Johnson State College  
Johnson, Vermont 05656**

**(802) 635-2355**

**This directory was compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987. The results of the survey were presented at the Vermont Library Association Annual Conference held at St. Michael's College on May 27-29 in Winooski.**

# CONTENTS

## **BENNINGTON**

- Southern Vermont College Library

## **BRATTLEBORO**

- Community College of Vermont

## **BURLINGTON**

- Champlain College
- Trinity College
- University of Vermont  
Bailey/Howe Library  
Dana Medical Library

## **CASTLETON**

- Castleton State College  
Calvin Coolidge Library

## **JOHNSON**

- Johnson State College  
John Dewey Library

## **LYNDONVILLE**

- Lyndon State College  
Samuel Read Hall Library

## **MIDDLEBURY**

- Middlebury College

## **MONTPELIER**

- Vermont College

## **NORTHFIELD**

- Norwich University

## **PLAINFIELD**

- Goddard College

## **POULTNEY**

- Green Mountain College

**RANDOLPH CENTER**

•Vermont Technical College

**RUTLAND**

•College of St. Joseph Library

**SOUTH ROYALTON**

•Vermont Law School

**WINOOSKI**

•St. Michael's College

Bennington

INSTITUTIONAL DATA

Library Southern Vermont College Library  
College, University Southern Vermont College  
Address Monument Road  
Bennington, VT 05201  
Contact Person Diana Maher or Virginia Laumeister  
Telephone # (802) 442-5427 x124  
Size of Institution

Faculty: c. 20 w/20-25 adjunct  
Undergraduates: 450

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Exercises/Worksheets  
Library Orientation Tours  
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3

COMMENTS:

Currently we offer one or two sessions of library skills instruction as part of some English composition classes and nursing, environmental studies, and business courses, as requested by faculty. Content is geared to the subject matter of the particular course. Brief orientation tours are provided for new students.

Brattleboro

INSTITUTIONAL DATA

Library Community College of VT  
College, University Main Office-Brattleboro  
Address 15 Green St.  
Brattleboro, VT 05301  
(w/12 site offices)  
Contact Person Eileen Chalfoun  
Telephone # (800) 431-0025  
Size of Institution  
Faculty: 400  
Undergraduates: 3,025

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Biblio-Tech)  
Workbooks  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Software Some commercial, some we created  
Computer Assisted Instruction  
Hardware Computers in each site office library  
Software Math, English, Writing, Library Skills,  
Languages  
Library Orientation Tours  
Classes/lectures requested by faculty  
Library classes for college credit  
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1

Other (please specify) Coordinators of Instruction

COMMENTS:

Our bibliographic instruction begins when instructors submit their Course Descriptions (syllabi). Where appropriate, they are encouraged to incorporate research objectives. There are then orientations and specific workshops designed to help their students accomplish these objectives. In each site office Coordinators are trained to conduct workshops in research and writing reports and term papers. Various instructional media are used to accomplish this.

Burlington

**INSTITUTIONAL DATA**

College, University Champlain College

Address 371 Maple Street  
Burlington, VT 05401

Contact Person Jeanne Porecki

Telephone # (802) 658-0800 x374

Size of Institution

Undergraduates: 1500

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Pathfinders/ Bibliographies

Library Orientation Tours (at request of faculty)

Classes/lectures requested by faculty

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians 2

## Burlington

### INSTITUTIONAL DATA

Library Farrell Library  
College, University Trinity College  
  
Address Colchester Avenue  
Burlington, VT 05401  
  
Contact Person Carolyn Barnes  
  
Telephone # (802) 658-0337

### Size of Institution

Faculty: 70 (40 F/T, 30 P/T)  
Undergraduates: 926  
Others: Weekend College, Evening Degree, and  
PACE (part-time older students)

### BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Workbooks  
Pathfinders/Bibliographies  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics (through the Writing Center run by  
the English Dept.)

### BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this  
service?

Librarians 2  
Library Staff 1

### COMMENTS:

Freshmen and new evening degree students have orientation tours.  
We've used brief workbooks, but class presentations/demonstrations,  
after a term paper has been assigned, seem to work best.

Burlington

INSTITUTIONAL DATA

Library Sailey/Horn  
College, University University of Vermont  
Address Burlington, VT 05405  
  
Contact Person Mara Saule  
Telephone # 654-2022  
Size of Institution  
Faculty: 898 (Full-time)  
Undergraduates: 8151  
Graduate Students: 1034 + 335 Med Students  
Others: 1534 (Continuing education)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Workbooks Self-guided tour  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Hardware AT&T 6300 fixed disk system  
Software Turbo Pascal program (Written in-house)  
and WORDSTAR  
Self-guided tours  
Videotape Very dated. Needs complete revision  
Computer Assisted Instruction  
Hardware AT&T 6300, dual floppy  
Software Written in-house using Dan Bricklin demo  
program  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?  
Librarians 8

Burlington

INSTITUTIONAL DATA

Library Dana Medical Library  
College, University University of Vermont  
Address Burlington, VT 05401  
Contact Person Tamara Purfee  
Telephone # (802) 454-4372

Size of Institution

Faculty: 990 (285 Medical School Faculty)  
Undergraduates: 7818  
Graduate Students: 1,088  
Others: 400 Medical Students (our primary usage)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Workbooks  
Computer Assisted Instruction  
Software NRG Colleague Instruction  
Library Orientation Tours  
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?  
Librarians 5

Castleton

INSTITUTIONAL DATA

Library Calvin Coolidge Library  
College, University Castleton State College  
Address Castleton, VT 05735  
Contact Person Claudia Ruediger Jung  
Telephone # (802) 248-5611

Size of Institution

Faculty: 89 full-time plus numerous adjuncts

Undergraduates: 1825 full and part-time

Graduate Students: 175 full and part-time

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Pathfinders/ Bibliographies  
Computer produced  
Hardware micro (Zenith)  
Software Wordstar  
Library Orientation Tours  
Classes/lectures requested by faculty  
Library classes for college credit

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 4

Johnson

INSTITUTIONAL DATA

Library John Dewey Library  
College, University Johnson State College  
Address Johnson, VT 05456  
Contact Person Linda Kraeger  
Telephone # (802) 635-2356

Size of Institution

Faculty: 55 Adjunct faculty: 63  
Undergraduates: 925  
Graduate Students: 100  
Other: External Degree Program (EDP) 180

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Hardware Zenith 100 Microcomputer  
Software Wordstar  
Library Orientation Tours  
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 2

COMMENTS:

Development of a formal bibliographic instruction program, with prescribed goals and objectives for various degree offerings, has been a continuing concern. A majority of our instructional objectives still focus on orientation to the library but, increasingly, faculty requests for classes have effected changes in our method of instruction. Large classes, too, have prompted our investigation of audiovisual presentations to supplement class offerings and to ease staffing shortfalls.

## LYNDONVILLE

### INSTITUTIONAL DATA

Library Samuel Read Hall  
College, University Lyndon State College  
Address Lyndonville, VT 05851  
Contact Person Ruth Hurley  
Telephone # (802) 626-9371  
Size of Institution  
Faculty: 76  
Undergraduates: 800  
Graduate Students: 20

### BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Hardware (Zenith system)  
Software (Wordstar)  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics

### BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1  
Library Staff 1

## Middlebury

### INSTITUTIONAL DATA

Library Egbert Starr Library  
College, University Middlebury College  
Address Middlebury, VT 05753  
Contact Person Mr. Terry Plua  
Telephone # (802) 388-3711 x3503  
Size of Institution  
Faculty: 145  
Undergraduates: 2,000

### BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Visitor's Guide)  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Hardware Zenith CZE 151 21 with hard disk.  
DEC Rainbow  
Software WordStar, FinalWord  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics

### BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1 (with 5 assistants)  
Library Staff 1 only very occasionally  
Student Assistants 2

### COMMENTS:

We emphasize course related instruction, although we offer senior thesis seminars, freshman writing library classes, and bibliographic consultations. We produce selective guides to the literature of all majors and programs offered by the College, and each bibliographic instruction class is accompanied by a pathfinder. Annual report available upon request.

Montpelier

**INSTITUTIONAL DATA**

Library Gary Memorial Library  
College, University Vermont College  
Address Montpelier, VT 05602  
Contact Person Deborah Sessions  
Telephone # (802) 223-8748

**Size of Institution**

Undergraduates: On-campus and Low Residency  
Graduate Students: Total for both 731

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Library Handbook  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Library Orientation Tours  
Classes/lectures requested by faculty

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians 1

Northfield

**INSTITUTIONAL DATA**

Library Henry Prescott Memorial Library  
College, University Urnich University  
Address Northfield, VT 05663  
Contact Person Paul Heller  
Telephone # (802) 485-5011  
Size of Institution

Faculty: 100  
Undergraduates: 1500  
Graduate Students: 30

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Library Handbook  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Computer produced  
Hardware IBM PC  
Software MPS 80  
Library Orientation Tours  
Classes/lectures requested by faculty

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians 2  
Library Staff 1

Plainfield

INSTITUTIONAL DATA

Library Goddard College Library  
College, University Goddard College  
Address Plainfield, VT 05667  
Contact Person Vincent Rossano  
Telephone # (802) 454-8311

Size of Institution

Faculty: 22  
Undergraduates: 85 resident / 115 non-resident  
Graduate Students: 2 res. / 110 non-res.

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Computer produced  
Hardware IBM-PC  
Software PC-WRITE  
Computer Assisted Instruction  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 2

Poultney

**INSTITUTIONAL DATA**

Library Green Mountain College  
College, University Green Mountain College  
Address Poultney, Vt. 05764  
Contact Person Marnot Boushard  
Telephone # (802) 287-9313  
Size of Institution  
Faculty: ~50  
Undergraduates: ~500

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Library Handbook  
Workbooks  
Exercises/Worksheets  
Pathfinders/ Bibliographies  
Library Orientation Tours  
Classes/lectures requested by faculty  
Term paper/writing clinics

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians 1

**COMMENTS:**

I "walk" freshmen through a hypothetical term paper while covering all of our goodies!

Randolph Center

INSTITUTIONAL DATA

Library Martinez Library  
College, University Vermont Technical College  
Address Randolph Center, VT 05041  
Contact Person Denny Patterson  
Telephone # (802) 728-3391  
Size of Institution  
Faculty: 55  
Undergraduates: 625

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Library Orientation Tours  
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3  
Library Staff 1  
Student Assistants      
Other (please specify)    

COMMENTS:

Vermont Technical College is a two-year technical and agricultural college with the vast majority of students coming from Vermont. These students are often the first in their families to attend college and come to VTC right after high school. Library bibliographic instruction is planned into the English curriculum at the beginning of each semester so that every student has an orientation to our library. Further instruction may be requested by other faculty members, as well as CCV instructors, local high schools, etc..

To begin each bibliographic instruction session, we provide each student with a library handbook. A classroom presentation follows, with a lecture incorporating overhead transparencies which cover LC subject headings, cross reference index, Reader's Guide, Magazine Index, our catalog and vertical files. We take a reference question from initial query to solution, using all of these resources. Then, a library tour is conducted, pointing out locations of materials, machine use, introduction of staff, etc.. Usually faculty members provide follow-up exercises for their classes, using both people and material resources in the library.

Rutland

**INSTITUTIONAL DATA**

Library	<u>College of St. Joseph Library</u>
College, University	<u>College of St. Joseph</u>
Address	<u>Clement Road</u>
	<u>Rutland, VT 0570</u>
Contact Person	<u>Sister Monica Fitzgerald</u>
Telephone #	<u>(802) 773-5900 x232</u>

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Exercises/Worksheets  
Library Orientation Tours  
Term paper/writing clinics  
(All controlled by English Department)

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

English Composition Faculty

**COMMENTS:**

It was decided by the Curriculum Development Committee that the necessary bibliographic instruction would be combined with the term paper writing and would be handled by the English Composition instructors.

South Royalton

INSTITUTIONAL DATA

Library Founders Library  
College, University Vermont Law School  
Address P.O. Box 60  
S. Royalton, VT 05048  
Contact Person Abby Armstrong  
Telephone # (802) 768-8303  
Size of Institution

Faculty: 25  
Graduate Students: 400 J.D.  
Others: 10 Masters of Studies in Law Students

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook  
Workbooks  
Exercises/Worksheets  
Computer Assisted Instruction  
Westlaw computer assisted legal research  
Library Orientation Tours  
Classes/lectures requested by faculty  
Library classes for college credit  
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3.5

Winooski

**INSTITUTIONAL DATA**

Library Burick Library

College, University St. Michael's College

Address College Parkway  
Winooski, VT 05791

Contact Person Mary T. Rivard / Diane Boissier

Telephone # (802) 455-2000 x2405

Size of Institution

Faculty: 200 with adjunct and emerit

Undergraduates: \*1400

Graduate Students: \*400

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Library Handbook

Pathfinders/ Bibliographies

Computer produced

Hardware DisalavWriter

Self-guided tours

Audiotape

Computer Assisted Instruction

Library Orientation Tours

Classes/lectures requested by faculty

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians 2